

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 10**

**March 4, 2008**

**SUBJECT: EMERGENCY PREPAREDNESS COORDINATOR PROGRAM -  
ESTABLISHED**

**PURPOSE:** It is inevitable that a catastrophic event, either natural or man-made, will occur in the Southern California region. The Department will be required to respond to a variety of missions and maintain continuity of operations. Both civilian and sworn personnel will be called upon to respond to the needs of the business and residential communities. The Department recognizes that employees will be able to respond more quickly to their work assignments if they have previously prepared their families to handle such disasters.

This Order establishes the Emergency Preparedness Coordinator Program (EPCP). It also establishes the procedures for Emergency Preparedness Coordinators (EPCs) to follow in order to educate Department personnel in emergency preparedness and disseminate related information.

**PROCEDURE:**

**I. EMERGENCY PREPAREDNESS COORDINATOR RESPONSIBILITIES.** The primary functions of an EPC are to:

- \* Disseminate information to Department employees in order to increase their personal and professional preparedness and awareness;
- \* Act as a point of contact with Emergency Operations Division (EOD);
- \* Disseminate bulletins and other training material provided by EOD to Area and divisional personnel;
- \* Act as the Area Point of Dispensing (POD) Coordinator and attend related inspections and site selection meetings; and,
- \* Attend periodic coordination and training meetings.

**Note:** The assignment as an EPC is an ancillary duty, and EPCs do not need to be emergency preparedness experts; however, they will be trained in emergency preparedness and the proper procedure for disseminating information provided by EOD.

Emergency Preparedness Coordinators are not responsible for disseminating information to the public; however, at the discretion of the Area or division commanding officer, the EPC may be utilized on occasion for this purpose. In most cases, they will be tasked with relaying information to the appropriate Area/division personnel such as Senior Lead Officers (SLOs), so they may, in turn, relay such information to the public.

**II. AREA/DIVISION COMMANDING OFFICER RESPONSIBILITIES.** The commanding officer of each geographic Area shall:

- \* Designate two Area employees, including at least one non-probationary supervisor (e.g., Training Coordinator or Assistant Watch Commander) as the EPC for their respective division.

The second employee may be a civilian if the duties are commensurate with their position and job classification. Ideally, the selected personnel should be volunteers with some interest in the subject matter;

**Note:** The Commanding Officer of each specialized division shall designate a minimum of one employee (sworn or civilian), of supervisory rank, as the EPC to represent their respective division. The EPC shall be designated as the Division POD Coordinator.

- \* Ensure the appropriate time and forum is provided for EPCs to disseminate information (roll call training, training days, supervisors' meetings, etc); and,
- \* Designate the sworn supervisory EPC as the Area POD Coordinator.

**Note:** Any Office, bureau, or division which includes sworn or civilian personnel who are subject to mobilization or response in the event of a critical incident (e.g., earthquake, terrorist attack, etc.) shall ensure that an EPC is designated. This includes, but is not limited to, all entities within the Office of the Chief of Staff, Office of Operations, Office of Support Services, Professional Standards Bureau, Consent Decree Bureau, Counter-Terrorism and Criminal Intelligence Bureau, Critical Incident Management Bureau, and Commission Investigation Division.

**III. EMERGENCY OPERATIONS DIVISION RESPONSIBILITIES.**

Emergency Operations Division is responsible for the following:

- \* Preparing emergency preparedness related advisories and bulletins;
- \* Maintaining liaison with Area and divisional EPCs;
- \* Coordinating regular meetings for information sharing and training for EPCs;
- \* Acting as a depository for lessons learned from functional exercises and information provided by other agencies and resources, such as the California Office of Emergency Services and the County Emergency Operations Center; and,
- \* Administering and providing training for the Area POD Coordinator.

**IV. COMMANDING OFFICER, EMERGENCY OPERATIONS DIVISION**

**RESPONSIBILITY.** The Commanding Officer, EOD, is designated as the Department's EPCP Coordinator. The Department's EPCP Coordinator shall exercise Citywide oversight on Area/specialized divisions EPCs and ensure that effective communication is maintained between the Area EPCs and EOD.

**V. COMMANDING OFFICER, SPECIAL OPERATIONS BUREAU**

**RESPONSIBILITY.** The Commanding Officer, Special Operations Bureau, is designated as the Department's Emergency Preparedness Coordinator.

**AMENDMENTS:** This Order amends Sections 2/425.11, 2/425.12, 2/445.05 and adds Section 2/445.32 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Special Operations Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON  
Chief of Police

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